OFFICE OF THE STATE COMPTROLLER
JOB OPPORTUNITY
INFORMATION TECHNOLOGY ANALYST 1
INFORMATION TECHNOLOGY DIVISION

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Candidates on a current examination list.

Location: 55 Elm Street, Hartford, CT

Job Posting No: **00000779**

Hours: Full Time (35 hrs/week)

Salary: $53,926 (EU23) Starting Annual Salary

Closing Date: April 26, 2013 – Application materials must be received by 5:00 p.m. by this date

Eligibility Requirement: Candidates must have applied for and passed the Information Technology Analyst 1 exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

Office of the State Comptroller (OSC) in the Information Technology Division is currently seeking qualified candidates to fill one (1) Information Technology Analyst 1 position. This position is accountable for performing a range of information technology tasks and application development in an IT environment.

Examples of Duties: Responsible for providing initial technical support contact and problem resolution for agency end-users. The position also assist in providing on-site support, network documentation, IT hardware installations, help-desk logging and data backup/protection services; as well as alerting agency user of network issues, outages and service restoration times and performs related duties as required.

IDEAL CANDIDATE SHOULD HAVE THE FOLLOWING QUALIFICATIONS AND SKILLS:
•   Experience installing, configuring and supporting Microsoft Windows operating systems (Windows XP, Windows 7, and Windows Server).
•   Operating and supporting PCs in a Novell and Microsoft Local Area Network environment.
•   Operating and supporting Internet Browsers (MS Internet Explorer, Mozilla Firefox).
•   Experience working in a SuSe Linux environment.
•   Ability to provide friendly one on one IT customer service

Knowledge, Skills and Abilities:
Considerable knowledge of data control functions; considerable knowledge of IT equipment and diagnostic tools; knowledge of principles and techniques of computer programming; knowledge of programming languages; knowledge of principles of information systems; knowledge of principles and concepts of network environments; knowledge of computer operating systems; knowledge of fundamental principles and theories of business and planning functions; knowledge of principles and techniques of systems analysis, design and development; knowledge of capabilities of computer equipment and technology; considerable technical problem solving skills; considerable logic and analytical skills; interpersonal skills; oral and written communication skills; considerable ability to install and maintain microcomputer hardware, software and network components; ability to prepare and maintain records, logs, reports, documentation, and manuals; ability to write, test and debug computer programs; ability to use programming development tools; ability to identify, analyze and resolve simple business and technical problems.

General Experience:
Five (5) years of experience in information technology (IT) operations support, programming or another IT related support area
Special Experience:
Two (2) years of General Experience must have been performing basic technical support work in one of the following areas:

1. Help desk functions.
2. Installing and maintaining basic computer hardware and software.
3. Basic technical work in data communications, microcomputer support, production control or programming.

NOTE: For State Employees basic technical support work is interpreted at the level of Information Technology

Technician

Substitution Allowed:

1. College training in management information systems, computer science or information technology related area may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling six (6months of experience to a maximum of four (4) years for a Bachelor's degree.

2. A Master's degree in management information systems, computer science or electrical engineering may be substituted for the General and Special Experience.

3. For State Employees one (1) year as an Information Technology Analyst Trainee may be substituted for the General and Special Experience.

4. For State Employees two (2) years as an Information Technology Technician may be substituted for the General and Special Experience.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Interested and qualified candidates who meet the above requirements must submit a cover letter, a resume, and an Application for Employment (CT-HR-12) (original AND one copy) (Please indicate the job posting number on the application form).   State employees must include copies of their last 3 service ratings no later than the closing date at the top of this announcement to:

Office of the State Comptroller/Human Resources
55 Elm Street, 2nd Floor, Room 208
Hartford, CT 06106
Fax to: 860-702-3324 (If Faxing, only one application is necessary)
E-Mail: grace.soares@po.state.ct.us

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER
The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.